



## DDA Rent Subsidy Checklist for Coordinator of Community Services and Housing Support Services

CCS Responsibilities	HSS Responsibilities
During the team meeting assess individuals housing preferences, needs and goals.	Discuss housing Desires and needs with individual, providers and family
If individual expresses desire to live independently CCS provides education regarding HSS and includes it in the plan (update or annual) and person picks qualified, contracted HSS agency, during this update or annual it would be good to include transitional services as well for the HSS provider when applicable	Assess housing resources using a housing assessment tool
Submit PCP to DDA for approval	Create a person -centered housing plan to include objectives that assist with achieving goals. Examples: <ol style="list-style-type: none"> <li>1. Budgeting skills</li> <li>2. Checking credit report, correcting errors and repairing problems</li> <li>3. Enrolling on affordable housing program waitlist</li> </ol>
Once HSS is approved schedule meeting with HSS provider to discuss what other services may be needed for the person to live independently	Send housing plan to CCS and upload into LTSS as an attachment to PCP
Review lease with individual and HSS in advance of lease signing and attend lease signing with individual so you are aware of the responsibilities and possible goals needed to be added to the PCP	Help individuals gather needed items to be able to complete housing applications.
Inform DDA of change of address	Discuss options and assists person with applying for the programs they choose
Meet again with HSS and Individual during the tenant training.	Communicate and monitor application process with MDOD waitlist administrator
Monitor HSS as you do other services	Once informed of funding, assists person search for rental unit
Communicate with HSS regarding issues that arise that may jeopardize the stability of housing	Once desired place is found submit information to DHCD for approval
	Once DHCD approves the unit, establish a move in date with the person and future landlord, ( if DHCD doesn't approve unit, new unit must be identified.)
	Notify CCS of future addresses so they can update DDA records.
	Schedule lease signing and invite CCS
	Once person has successfully moved in, meet with individual and CCS to completed tenant training
	Monitor monthly or as needs arise for home stabilization. Inform DDA housing coordinator that the person is still living in the unit.